



**Policy:** 4440  
**Procedure:** 4440.09  
**Chapter:** Education  
**Rule:** Education Building  
Supervision

**Effective:** 7/30/08  
**Replaces:** 4440.09  
**Dated:** 10/10/1997

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) secure school Youth Correctional Officers (YCOs) shall assist in the behavioral supervision of juveniles in and around the education building during the education program hours.

**Rules:**

1. The **HOUSING UNIT MANAGER** shall:
  - a. Ensure that YCOs are scheduled to assist with general supervision in the education building throughout the education program day;
  - b. Take appropriate action to address reported substandard work performance; and
  - c. Document any action taken.
2. The **EDUCATION PRINCIPAL** shall:
  - a. Assign YCOs to specific supervision responsibilities at the education program; and
  - b. Address each YCO directly with any concerns about his/her performance of assigned responsibilities at the education program.

**Signature Date**

4/14/08

**Approved by Process Owner**

Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham, Director